

**CITY OF EL PASO, TEXAS**  
**DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)**

**DEPARTMENT:** BUILDING PERMITS & INSPECTIONS

**AGENDA DATE:** NOVEMBER 30, 2004

**CONTACT PERSON/PHONE:** JOSE R SANCHEZ – (915) 533-3529

**DISTRICT(S) AFFECTED:** 3

**SUBJECT:**

**APPROVE** a resolution / ordinance / lease to do what? **OR AUTHORIZE** the City Manager to do what? Be descriptive of what we want Council to approve. Include \$ amount if applicable.

Jose R Sanchez to block off the 300 block of Kyle on December 11, 2004 from 4:00pm to 9:00pm and on December 12, 2004 from 8:00am to 9:00pm for a block party (mataachines).

Approximately 100 persons will take part and 50 spectators are anticipated. Barricades must be manned according to the State's "Manual of Uniform Traffic Control Devices." (District 3)  
[Jose R Sanchez]

**BACKGROUND / DISCUSSION:**

Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action?

Building Permits & Inspections recommends approval for Jose R Sanchez to hold a block party on December 11, 2004. The department has no objections with this event.

**PRIOR COUNCIL ACTION:**

Has the Council previously considered this item or a closely related one? If so, when?

N/A

**AMOUNT AND SOURCE OF FUNDING:**

How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?

N/A

**BOARD / COMMISSION ACTION:**

Enter appropriate comments or N/A

N/A

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**LEGAL:** (if required) \_\_\_\_\_ **FINANCE:** (if required) \_\_\_\_\_

**OTHER:** \_\_\_\_\_

(Example: if RCA is initiated by Purchasing, client department should sign also)

*Information copy to appropriate Deputy City Manager*

**APPROVED FOR AGENDA:**

**CITY MANAGER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

DATE: November 8, 2004

TO: CITY CLERK

FROM: Jose R Sanchez

Telephone No  
(8:00 AM – 5:00 PM)

Please place the following item on the **CONSENT** Agenda for the Council Meeting of:

November 30, 2004

Item should read as follows:

Jose R Sanchez to block off the 300 block of Kyle on December 11, 2004 from 4:00pm to 9:00pm and on  
December 12, 2004 from 8:00am to 9:00pm for a block party (matachines). Approximately 100 persons  
will take part and 50 spectators are anticipated. Barricades must be manned according to the State's  
"Manual of Uniform Traffic Control Devices." (District 3) [Jose R Sanchez]

SPECIAL INSTRUCTIONS:

04-157

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**BUILDING PERMITS & INSPECTIONSUSE**    Item No. \_\_\_\_\_

☒ POLICE DEPARTMENT

☒ FIRE DEPARTMENT

☒ SUN METRO

☐ PARKS DEPARTMENT

☒ ENGINEERING/TRAFFIC

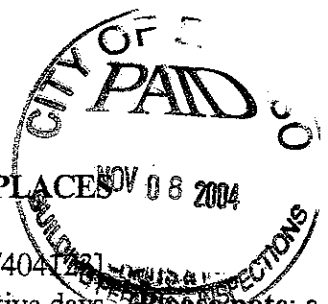
☐ TXDOT

☐ STREET DEPARTMENT

☐ CIVIC CENTER

☒ COMPLETE

REQUEST FOR TEMPORARY USE OF  
CITY STREETS, SIDEWALKS, AND OTHER PUBLIC PLACES



Fees: \$15.75 One event to take place on one day.

[36010119/4041231]

\$21.00 Multiple permits for two or more similar events to take place on consecutive days. (Please note: a street may not be continuously blocked for more than 24 consecutive hours. If a multiple use permit is granted, the street must be cleared, cleaned and opened between the two separate uses.)

(Please type or print)

1. Applicant:

JOSE R. SANCHEZ

(Person/Organization)

Contact Person:

JOSE & CARMEN SANCHEZ

Name

Street Number

City

State

Zip Code

Telephone No.

Between 8:00 AM - 5:00 PM

2. Type of Event: MATACHINES DANCE (BLOCK PARTY)

(Moving)

☐ Parade

☐ Demonstration

☐ Foot Race/Walk

☐ Bike Race

☐ Other: \_\_\_\_\_

(Stationary)

☒ Block party

☐ Bazaar

☐ Festival

☐ Sidewalk Sale

☐ Other: \_\_\_\_\_

3. Date of Event: DECEMBER 11 & 12, 2004

Total Time of Event:

from

to

(Time)

(Time)

{ DEC 11, 2004 - 4PM - 9PM  
{ DEC 12, 2004 - 8AM - 9PM

Time in which police traffic control services will be needed:

from

to

This is the time in which police officers will be moving your event on the streets. This is the time for which you will be charged for police traffic control.

11/30

4. Approximate number of participants:

100 Persons           Vehicles           Animals           Other    Specify:       

\*Section 13.32.100 requires you to keep the parade route clean and free of animal excrement during the parade.

5. Approximate or anticipated number of spectators: 50

6. Purpose of Event: (i.e. fund-raiser, school activity, etc.)

FESTEJAR VIRGEN DE GUADALUPE

If this is a fund-raiser and you estimate that you will raise over \$500, please list your Charitable Solicitation Permit number:       

7. Proposed Route: (streets, parks, sidewalks to be used or blocked)

ATTACH A CLEAR AND SPECIFIC HAND DRAWN MAP

BLOCK OFF KYLE BETWEEN SUE HALL & COMMANCHE

Location of assembly area, if separate or different:

### IMPORTANT INFORMATION REGARDING TRAFFIC CONTROL:

If traffic control will be provided by the El Paso Police Department for a moving event, you must submit a map of the route for the event. The Police Department will then prepare a traffic control plan along with an estimated cost for their services as provided in Section 13.32.110. You will be billed for the actual cost after the event.

If traffic control will not be provided by the El Paso Police Department, then you must submit a map and written traffic control plan to Building Permits & Inspections or the Engineering/Traffic Division, not less than seven days prior to the date of the event.

You will also be responsible for paying for and providing any barricades and signs. The barricading shall be manned and the barricading and signing shall comply with the provisions set forth in the State's

"Manual of Uniform Traffic Control Devices." Please feel free to contact the City's Engineering/Traffic Division, 6<sup>th</sup> Floor, 541-4050, for more information.

8. Amplification devices to be used:        Yes X No

Use **permitted only between the hours of 7 a.m. and 10 p.m.**

If amplification is being requested, number of and sound amplifying capacity of microphones, amplifiers and speakers proposed to be used. Also, state whether or not the purpose is advertising any goods, property, services, or entertainment, the primary purpose of which advertising is the making of a profit for a business.

Regarding the use of San Jacinto Plaza, amplification may only be used on the stage. If you wish to use this area, you must also contact the Parks and Recreation Department, 6<sup>th</sup> Floor, and reserve the stage. A fee is charged for the use of this area. Additionally, other ordinances may apply to or restrict the use of city-owned property, including parks.

9. Method of Street and Right-of-Way cleaning:

SELF CLEAN

Section 13.32.100 requires you to clean the streets, sidewalks, and other rights-of-way from all event litter and debris, including that left by spectators. In the event that you do not clean these areas, the City may perform such cleaning and you will be charged. You may also arrange in advance to have the Street Department perform the cleaning for a charge by filling out a separate request form and submitting it to Building Permits & Inspections Office no later than fourteen days prior to the date of the event.

**RELEASE:** In consideration of the permit for use of city streets, sidewalks, and other places held for public use, it is understood that the applicant(s) contained herein do hereby release and discharge the City, and its respective officers, directors, agents, and employees, jointly and severally, from any and all liability for illness, injuries and damages that may be suffered which arise out of or result from participation in this event.

Jose R. Nolasco  
Signature of Applicant

11-8-2004  
Date

For \_\_\_\_\_  
(Organization/Sponsor, if any)

Please note: If the parade or temporary event is designed to be held by or for any person other than the applicant, the applicant shall attach a communication in writing from the person authorizing the applicant to apply for the permit.

For Office Use Only

Event: Jose R Sanchez Block Party

\$15.75 Fee Paid: 4200400000000000781

\$21.00

City Council Hearing: November 30, 2004

Copy to:

☒ Police Department  
☒ Fire Department  
☒ Sun Metro  
☐ Parks Department

☒ Engineering-Traffic Div.  
☐ Highway Department  
☐ Street Department  
☐ Civic Center

Comments:

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**PERMIT**

EVENT: Jose R Sanchez Block Party

LOCATION Kyle, Sue Hall, Commanche

DATE OF EVENT: December 11, 2004 from 4:00pm to 9:00pm  
December 12, 2004 from 8:00am to 9:00pm

City Council Action: ☐ Approved ☐ Disapprove ☐ Approve W/Mod

Date Permit Issued: \_\_\_\_\_ Permit No.: \_\_\_\_\_

**R. Alan Shubert, P.E.**  
**BUILDING PERMITS & INSPECTIONS DIRECTOR**

| POSTED SPEED (MPH) | "X" SIGN SPACING (FEET) |
|--------------------|-------------------------|
| 30                 | 120                     |
| 35                 | 160                     |
| 40                 | 240                     |
| 45                 | 320                     |
| 50                 | 400                     |
| 55                 | 500                     |

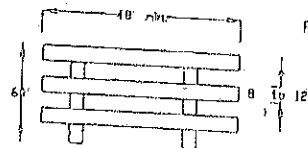
CW20-3D



R11-2



TYPE III BARRICADE



R11-2



LEGEND

SIGN

TYPE III BARRICADE

NOTE: 1. FLASHING WARNING LIGHTS WILL BE USED FOR NIGHT TIME BARRICADING.

APPLICANT'S NAME: JOSE R. SACHEZ

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

DATE OF CLOSURE: JUNE 12, 2004 5:30PM  
JUNE 13, 2004 8:00AM-8:30PM

**TRAFFIC CONTROL PLAN**  
 SHALL COMPLY WITH THE LATEST EDITION OF THE TEXAS  
 MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES  
**ONE DAY PERMIT UNLESS NOTED**

CLOSURE DATE: 6/12, 13/04  
 TIME: \_\_\_\_\_

BY: [Signature] DATE: 5/12/04  
 ENGINEERING TRAFFIC DIVISION

*Handwritten notes:*  
 DTC 11, 04 - 4pm - 5pm  
 DTC 12, 04 8AM - 8PM  
 [Signature]  
 DATE 11/11/04  
 ENGINEERING TRAFFIC DIVISION

SUE HALL ST

KYLE

COMMANCHE



CW20-3D

CITY OF EL PASO  
 ENGINEERING



PROJECT FILE

1001

PROJECT NAME  
 TRAFFIC CONTROL PLAN  
 TYPICAL STREET CLOSURE  
 NEIGHBORHOOD BLOCK PARTY



11/8/2004  
10:13:27AM

**Receipt #: 420040000000000781**

**Date: 11/08/2004**  
Station ID: 4

**Line Items:**

| Case No          | Address | Tran Code  | Description                         | Revenue Account No | Amount Paid    |
|------------------|---------|------------|-------------------------------------|--------------------|----------------|
|                  |         | BPI_PARADE | Parade Permits - 21.0000 @ \$1.0000 | 36010119-404123    | 21.00          |
| Line Item Total: |         |            |                                     |                    | <b>\$21.00</b> |

**Payments:**

| Method         | Payer | Bank No | Account No | Confirm No | How Received | Amount Paid    |
|----------------|-------|---------|------------|------------|--------------|----------------|
| Cash           |       |         |            |            | In Person    | 100.00         |
| Change         |       |         |            |            | In Person    | (79.00)        |
| Payment Total: |       |         |            |            |              | <b>\$21.00</b> |



Nov. 8. 2004 3:53PM

CITY OF EL PASO

No. 7601 P. 5/8

## For Office Use Only

Event: Jose R Sanchez Block Party\$15.75 Fee Paid: 4200400000000000781

\$21.00

City Council Hearing: November 30, 2004

## Copy to:

☒ Police Department  
☒ Fire Department  
☒ Sun Metro  
☐ Parks Department

☒ Engineering-Traffic Div.  
☐ Highway Department  
☐ Street Department  
☐ Civic Center

## Comments:

Sun Metro has no objections to  
the street closure.  
L Lujan 11/8/04

## PERMIT

EVENT: Jose R Sanchez Block PartyLOCATION Kyle, Sue Hall, CommancheDATE OF EVENT: December 11, 2004 from 4:00pm to 9:00pm  
December 12, 2004 from 8:00am to 9:00pmCity Council Action: ☐ Approved ☐ Disapprove ☐ Approve W/Mod

Date Permit Issued: \_\_\_\_\_ Permit No.: \_\_\_\_\_

R. Alan Shubert, P.E.  
BUILDING PERMITS & INSPECTIONS DIRECTOR

## For Office Use Only

Event: Jose R Sanchez Block Party\$15.75 Fee Paid: 4200400000000000781

\$21.00

City Council Hearing: November 30, 2004

## Copy to:

☒ Police Department☒ Fire Department *MPC*☒ Sun Metro☐ Parks Department☒ Engineering-Traffic Div.☐ Highway Department☐ Street Department☐ Civic Center

## Comments:

PERMITEVENT: Jose R Sanchez Block PartyLOCATION Kyle, Sue Hall, CommancheDATE OF EVENT: December 11, 2004 from 4:00pm to 9:00pm  
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Date Permit Issued: \_\_\_\_\_ Permit No.: \_\_\_\_\_

R. Alan Shubert, P.E.  
BUILDING PERMITS & INSPECTIONS DIRECTOR

## For Office Use Only

Event: Jose R Sanchez Block Party\$15.75 Fee Paid: 4200400000000000781

\$21.00

City Council Hearing: November 30, 2004

## Copy to:

☒ Police Department  
☒ Fire Department  
☒ Sun Metro  
☐ Parks Department

☒ Engineering-Traffic Div.  
☐ Highway Department  
☐ Street Department  
☐ Civic Center

## Comments:

Traffic Has No Objections To Proposed  
Event. Traffic Control As Per Submitted  
Plan

Ac A  
11/11/04

PERMITEVENT: Jose R Sanchez Block PartyLOCATION Kyle, Sue Hall, CommancheDATE OF EVENT: December 11, 2004 from 4:00pm to 9:00pm  
December 12, 2004 from 8:00am to 9:00pmCity Council Action: ☐ Approved ☐ Disapprove ☐ Approve W/Mod

Date Permit Issued: \_\_\_\_\_ Permit No.: \_\_\_\_\_

R. Alan Shubert, P.E.  
BUILDING PERMITS & INSPECTIONS DIRECTOR

For Office Use Only

Event: Jose R. Sanchez Block Party

☐ Fee Paid: 4200400000000000781  
☐ \_\_\_\_\_ Date

City Council Hearing: November 30, 2004  
\_\_\_\_\_ Date

Copy To:

☒ Police Department  
☒ Fire Department  
☒ Sun Metro  
☐ Parks Department

☒ Engineering-Traffic Div.  
☐ Highway Department  
☐ Street Department  
☐ Civic Center

**Comments:**

The El Paso Police Department has no objection with this event.

The Department will monitor the event as necessary with the district car.

There will be no cost to city or applicant.

04-157

**PERMIT**

EVENT Jose R. Sanchez Block Party

LOCATION: Kyle, Sue Hall, Commanche

DATE OF EVENT: December 11, 2004 from 4:00 P.M. to 9:00 P.M.  
December 12, 2004 from 8:00 A.M. to 9:00 P.M.

CITY COUNCIL ACTION:      Approve      Disapprove      Approve w/ Mod

Date Permit Issued: \_\_\_\_\_ Permit No.: \_\_\_\_\_

\_\_\_\_\_  
Building Permits & Inspections Director

JOE WARDY  
MAYOR

JOYCE WILSON  
CITY MANAGER

R. ALAN SHUBERT, P.E.  
DIRECTOR



**CITY COUNCIL**

SUSAN AUSTIN  
DISTRICT NO. 1

ROBERT A. CUSHING, JR.  
DISTRICT NO. 2

JOSE ALEXANDRO LOZANO  
DISTRICT NO. 3

JOHN F. COOK  
DISTRICT NO. 4

PAUL J. ESCOBAR  
DISTRICT NO. 6

VIVIAN ROJAS  
DISTRICT NO. 7

ANTHONY W. COBOS  
DISTRICT NO. 8

November 11, 2004

**BUILDING PERMITS &  
INSPECTIONS DEPARTMENT**

Jose R Sanchez

FROM: Building Permits & Inspections

SUBJECT: Application for use of City Streets/Sidewalks (in connection with a  
Parade, Walk, Run, etc.)

This is only a recommendation from Building Permits & Inspections to the Mayor and Council. They will make the final determination at the City Council Meeting on November 30, 2004 at 9:00am. We recommend a representative be present to answer any questions that City Council may have.

**REQUEST:**

Jose R Sanchez to block off the 300 block of Kyle on December 11, 2004 from 4:00pm to 9:00pm and on December 12, 2004 from 8:00am to 9:00pm for a block party (mataachines). Approximately 100 persons will take part and 50 spectators are anticipated. Barricades must be manned according to the State's "Manual of Uniform Traffic Control Devices." (District 3) [Jose R Sanchez] Permit#: 04-157

**RESPONSES:**

No objections from Fire, Sun Metro, Traffic/Engineering. The El Paso Police Department has no objection with this event. The Department will monitor the event as necessary with the district car. There will be no cost to city or applicant. The Office of Building Permits & Inspections recommends approval.

A handwritten signature in black ink, appearing to read "R. Alan Shubert", is written over a horizontal line.

**R. ALAN SHUBERT, P.E.  
BUILDING PERMITS & INSPECTIONS DIRECTOR**